

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2020** Due Dates for All HRMS/Payroll Forms and Inputting

All payroll information must be inputted into the PeopleSoft payroll system by the dates listed below. Business units will have a payroll deadline of 4:00 p.m. No changes will be allowed once the payroll system is locked.

| <u>MONTH</u> | <u>HOURS</u> | <u>ADVANCED</u> <u>LOCK 4 pm</u> | <u>SUPPLEMENTAL</u> <u>LOCK 4 pm</u> |
|--------------|--------------|-------------------------------------|---|
| January | 184 | 01/28/20 | 02/05/20 |
| February | 160 | 02/25/20 | 03/05/20 |
| March | 176 | 03/26/20 | 04/06/20 |
| April | 176 | 04/27/20 | 05/05/20 |
| May | 168 | 05/26/20 | 06/05/20 |
| June | 176 | 06/25/20 | 07/07/20 |
| July | 184 | 07/28/20 | 08/05/20 |
| August | 168 | 08/26/20 | 09/04/20 |
| September | 176 | 09/25/20 | 10/06/20 |
| October | 176 | 10/27/20 | 11/05/20 |
| November | 168 | 11/24/20 | 12/04/20 |
| December | 184 | 12/28/20 | 01/05/21 |

Time & Labor Deadlines: All PeopleSoft Time and Labor timesheets should be submitted by 9:00 a.m. on the first working day of each month. Timesheets must be approved by 11:00 p.m. on the first working day of each month to be processed on the current month supplemental payroll.

(Note: The supplemental pay date is the 10th of the month. If the 10th falls on a Saturday, Sunday, or Holiday, the pay date is the preceding working day.)

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